



Aurora Public Library
PROCTORING POLICY

The Aurora Public Library supports the lifelong learning goals of the Aurora community. To support these goals, the Library may proctor exams for registered members, subject to the requirements of the issuing educational institution and the availability of authorized Library staff and resources.

Proctoring is subject to the following conditions:

1. Proctoring is available to registered members of the Library.
2. A minimum of two-week advance notice is required before any exam is proctored.
3. All exam-writing conditions must be received from the issuing educational institution and be assessed for suitability of proctoring by the Library, before any tests are taken. The Library will not proctor exams if the conditions cannot be met.
4. Re-scheduling of appointments is subject to the Library's approval.
5. The Library accepts no responsibility for any charges involved in proctoring (e.g., photocopies, mailing charges). Any such costs are borne by the student taking the exam.
6. The Library cannot guarantee a distraction-free setting and a study room will not be pre-booked.
7. No software programs may be installed on library computers and the library is not responsible for troubleshooting login and authentication issues.
8. The library is not responsible for unforeseen interruptions of the test due to loss of power, internet service, or other computer problems.
9. Students are responsible for ensuring they arrive with sufficient time to write any exam during regular library hours.
10. Residents from other municipalities seeking this service from Aurora Public Library will be charged \$25.00 inclusive of HST.

Related Policies

1. APL Fees and Service Charges Policy
2. APL Circulation Policy

Approved Date: October 17, 2012	Motion #: 12.10.97
Effective Date: January 1, 2013	
DLR: April 18, 2007	